CHILDREN'S FOOD TRUST
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Take up tracker user guide – primary schools

Introduction

This tool (see **2.3 Take up tracker – primary schools**) helps you monitor your school meal take up throughout the year, and gives a value for the Children's Food Trust take up calculation.

This tool has been developed by the Children's Food Trust to perform all of the calculations that are needed to work out the annual take up figures for your school meal service.

For more information, please contact us by emailing **info@childrensfoodtrust.org.uk**

Why monitor and record this information?

- Undertaking this type of analysis will give you an added tool in the planning and budgeting of resources relating to school meals.
- It will help you think about ways of increasing the number of students eating a school meal.
- Term-by-term graphs will help you identify key trends in the take up of school meals.
- Printing out the graph and placing it on the wall of the school office or kitchen can help visually show the impact and success of the hard work undertaken by the kitchen staff.

Description

The **2.3 Take up tracker – primary schools** has four sheets which the user will interact with, which are:

- Data Entry
- Take Up
- Graph
- Summary

Each of the sheets can be selected by clicking on the relevant tab at the bottom of the Excel spreadsheet.

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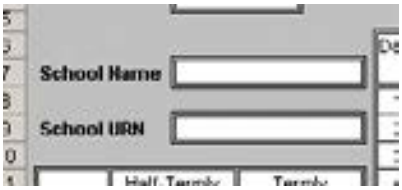
Data entry sheet

Click on the Data Entry tab at the bottom of the Excel spreadsheet.

The first step is to enter the School Name and the School URN in the relevant cells. This provides an easy way to track which schools are being monitored if you are observing more than one school.



To allow you to compare against last year's performance, place the previous year's percentage take up figures in the relevant box. These figures will translate directly across into the graph on the Graph sheet.

The spreadsheet also provides a simple drop down menu to allow you to choose between entering data on a financial year (Apr–Mar) or on an academic year basis (Sep–Aug). Simply select the entry type you prefer by clicking on the drop down menu.

The school meal data entered onto the Data Entry sheet can be completed on a daily or a weekly basis.

The Excel spreadsheet allows you to pick and choose each week whether you want to enter the data as a daily or a weekly figure. You will not be locked into only entering the figures the same way. Whatever is easiest for you in any given week.

For data entered on a daily basis, enter the information within the relevant cell. Enter the total number of paid meals and free school meals (FSM) provided each day in the relevant columns.

If there is a day where there is no lunch service (such as school holidays, half term, INSET days etc.), enter an "x" in the cell instead of a number. This will ensure that take up is calculated using the correct number of trading days.

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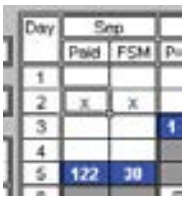
For data entered on a weekly basis, enter the information in the blue cell of the week (this corresponds to the **Friday**). Enter the total number of paid meals and FSMs provided over the week in the relevant columns.

Day	Sep	
	Paid	FSM
1		
2		
3		
4		
5	140	43

As above, if there is a day where there is no lunch service (e.g. school holidays, half term, INSET days etc.), enter an "x" in the cell instead of a number. This will ensure that take up is calculated using the correct number of trading days.



Day	Sep	
	Paid	FSM
1		
2	x	x
3		
4		
5	122	30

The blue cell is the space where you enter the figures for Friday, so in the example above the 5 September is a Friday. If you are entering data on a weekly basis, all you need do is put the number in the blue box.

You can mix and match data entry throughout the year on a daily or weekly basis. The following diagram shows data for a school year based on the term dates in Sheffield.

Day	Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Jul		Aug	
	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM
1							20	13	x	x							152	48						
2							31	14	x	x			32	13										
3			151	47	27	14	32	12					27	14	147	51					147	44	x	x
4					29	15	27	13					26	15			x	x					x	x
5	140	43			25	15	29	11					32	16			24	12	148	52			x	x
6			24	14	31	15					147	47	31	10	x	x	26	13			28	12	x	x
7			24	13	32	12									x	x	27	12			24	14	x	x
8	22	13	36	19											x	x	30	11	30	10	25	13		
9	23	15	35	19					148	42			32	13	x	x			30	13	30	11		
10	32	18	24	18	x	x							27	14	x	x			26	14	28	12	x	x
11	22	12			29	15							26	15			26	11	25	11			x	x
12	25	16			36	15	155	48	32	14			32	16			24	12	26	11			x	x
13					37	16			20	16	149	52	31	10	x	x	26	13					x	x
14					32	12			31	13					x	x	27	12					x	x
15	23	11					20	13	29	11					x	x	30	11	31	10				
16	22	15					31	14	25	17	x	x	32	13	x	x			30	12				
17	31	20	145	45			32	12			x	x	27	14	x	x			24	14	147	52	x	x
18	23	10					27	13			x	x	26	15					25	13			x	x
19	24	18					29	11			x	x	32	16					26	11			x	x
20			26	17							x	x	31	10	30	11					28	12	x	x
21			26	13	149	60									29	14					24	14	x	x
22			37	21			x	x							29	16	130	46			25	13		
23			38	17			x	x	159	58	28	11			29	17					30	11		
24			29	14	27	17	x	x			29	14			30	18					28	12	x	x
25					29	16	x	x			31	13					x	x					x	x
26	152	61			37	15	x	x	32	14	28	11					x	x	150	50			x	x
27			x	x	37	16			28	16	27	12	150	50			x	x			x	x	x	x
28			x	x	32	12			31	13							x	x			x	x	x	x
29			x	x			x	x	29	11							x	x			x	x		
30			x	x			x	x	25	17											x	x		
31			x	x			x	x													x	x		

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Take up calculations sheet

Click on the Take Up tab at the bottom of the Excel spreadsheet. The data entered on the Data Entry sheet will calculate a running average for school meal take up. There are two things that you will need to enter on this sheet which are shown in the white boxes. These are the **Total School Roll** and **Number of Pupils Registered for Free School Meals**. These figures should be taken from the School Census return.

School Roll	80	*This data should be taken from the 2008 School Census return. School roll is defined as number of pupils attending school full time*
Of the school roll identified above, number of pupils registered for FSM	25	*This data should be taken from the 2008 School Census return*
Of the school roll identified above, number of pupils not registered for FSM	55	*This is the school roll minus the number of pupils registered for FSM*
Total number of paid meals served	5742	*This includes all meals served as part of lunch time provision, including any meals served at mid-morning break which are considered to form part of school lunch provision. Meals served to staff should not be included*
Total number of FSM served	2355	*As above*
Number of trading days	198	*This is the number of days on which a catering service is provided*
Average number of paid meals served per day	29.00	*This is the total number of paid meals divided by the number of trading days*
Average number of FSM served per day	11.89	*This is the total number of FSM divided by the number of trading days*
% take up of paid meals	52.7%	*This is the average number of paid meals per day (divided by the number of pupils not registered for FSM, multiplied by 100*
% take up of FSM	47.6%	*This is the average number of FSM per day divided by the number of pupils registered for FSM, multiplied by 100*
% take up of school meals	51.1%	*This is the average number of paid meals per day plus the average number of FSM per day, divided by the school roll, multiplied by 100*

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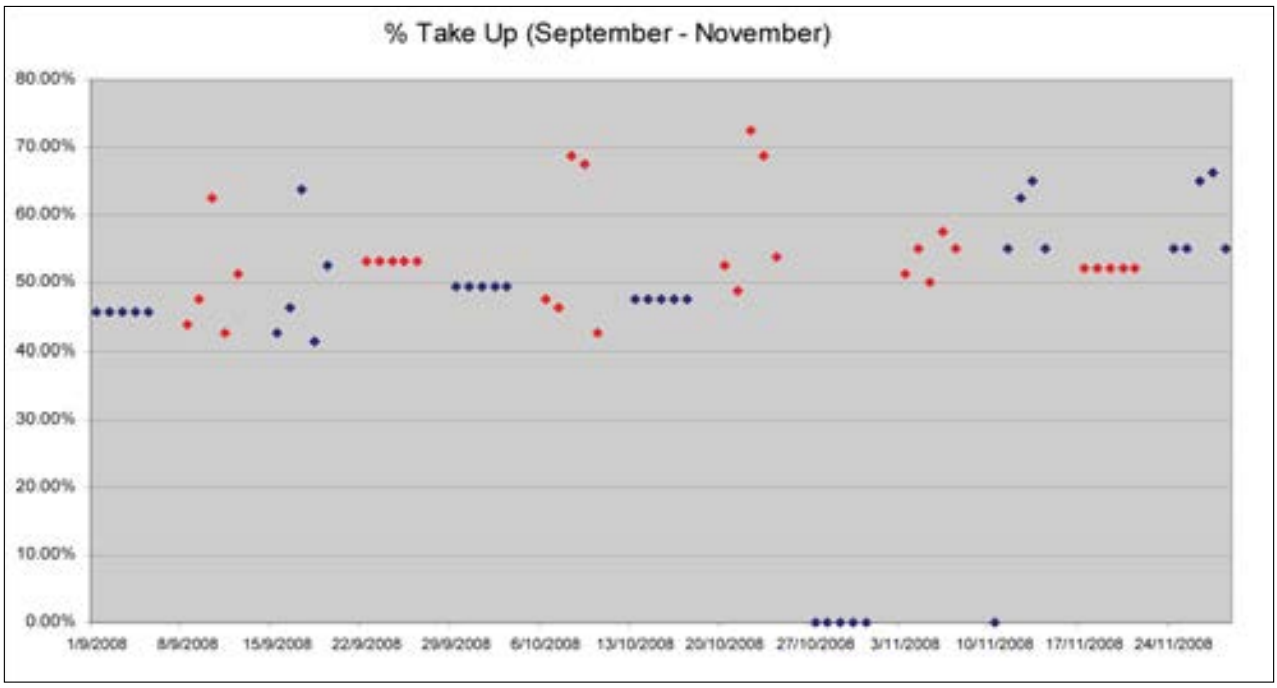
Graph comparison sheet

Click on the Graph tab at the bottom of the Excel spreadsheet. As you enter data on the Data Entry sheet, figures will automatically be plotted on this graph to show how things are going, and also compare this with last year's performance (as entered above).



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Summary take up calculations sheet

Click on the summary tab at the bottom of the Excel spreadsheet.

Enter the dates for the start of each half term within your school year. The data entered on the Data Entry sheet this will then be assigned to each month and each of the six half term periods in the school year.

The three take up figures – paid meals, FSM and a total – will be shown within a summary table.

Autumn Term First Half Start Date	1-Sep-08
Autumn Term Second Half Start Date	3-Nov-08
Spring Term First Half Start Date	5-Jan-09
Spring Term Second Half Start Date	24-Feb-09
Summer Term First Half Start Date	20-Apr-09
Summer Term Second Half Start Date	1-Jun-09

	Autumn Term		Spring Term		Summer Term		Total
	First Half	Second Half	First Half	Second Half	First Half	Second Half	
% take up of paid meals	51.50%	55.45%	53.55%	53.67%	50.61%	51.59%	52.73%
% take up of FSM	50.10%	51.41%	45.42%	48.97%	44.83%	44.10%	47.58%
% take up of school meals	51.06%	54.19%	51.01%	52.20%	48.80%	49.25%	51.12%

	September	October	November	December	January	February
% take up of paid meals	44.55%	60.00%	56.27%	54.42%	53.55%	53.21%
% take up of FSM	45.82%	55.33%	55.37%	46.40%	48.40%	42.67%
% take up of school meals	44.94%	58.54%	55.99%	51.92%	51.94%	49.92%
	March	April	May	June	July	August
% take up of paid meals	49.09%	44.39%	63.27%	47.19%	56.97%	0.00%
% take up of FSM	46.18%	39.67%	53.60%	40.18%	48.89%	0.00%
% take up of school meals	48.18%	42.92%	60.25%	45.00%	54.44%	0.00%

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Take up tracker user guide – secondary schools

Introduction

This tool (see 2.4 Take up tracker – secondary schools) helps you monitor your school meal take up throughout the year, and gives a value for the Children's Food Trust take up calculation.

This tool has been developed by the Children's Food Trust to perform all of the calculations that are needed to work out the annual take up figures for your school meal service.

For more information, please contact us by emailing **info@childrensfoodtrust.org.uk**

Why monitor and record this information?

- Undertaking this type of analysis will give you an added tool in the planning and budgeting of resources relating to school meals.
- It will help you think about ways of increasing the number of students eating a school meal.
- Term-by-term graphs will help you identify key trends in the take up of school meals.
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Description

The **2.4 Take up tracker – secondary schools** has four sheets which the user will interact with, which are:

- Data Entry
- Take Up
- Graph
- Summary

Each of the sheets can be selected by clicking on the relevant tab at the bottom of the Excel spreadsheet.

Let's get cooking

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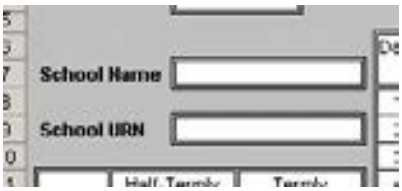
Data entry sheet

Click on the Data Entry tab at the bottom of the Excel spreadsheet.

The first step is to enter the School Name and the School URN in the relevant cells. This provides an easy way to track which schools are being monitored if you are observing more than one school.



To allow you to compare against last year's performance, place the previous year's percentage take up figures in the relevant box. These figures will translate directly across into the graph on the Graph sheet.

The spreadsheet also provides a simple drop down menu to allow you to choose between entering data on a financial year (Apr-Mar) or on an academic year basis (Sep-Aug). Simply select the entry type you prefer by clicking on the drop down menu.

The school meal data entered onto the Data Entry sheet can be completed on a daily or a weekly basis.

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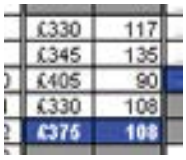
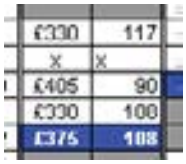
For data entered on a daily basis, enter the information within the relevant cell. Enter the total daily till receipts for the number of paid meals and free school meals (FSM) provided each day in the relevant columns.



If there is a day where there is no lunch service (such as school holidays, half term, INSET days etc.), enter an "x" in the cell instead of a number. This will ensure that take up is calculated using the correct number of trading days.



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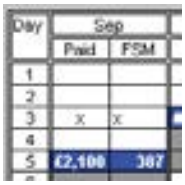
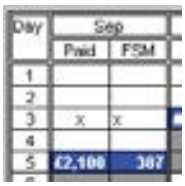
For data entered on a weekly basis, enter the information in the blue cell of the week (this corresponds to the **Friday**). Enter total daily till receipts for the number of paid meals and FSMs provided over the week in the relevant columns.



Day	Sep	
	Paid	FSM
1		
2		
3	x	x
4		
5	£2,100	387

As above, if there is a day where there is no lunch service (e.g. school holidays, half term, INSET days etc.), enter an "x" in the cell instead of a number. This will ensure that take up is calculated using the correct number of trading days.



Day	Sep	
	Paid	FSM
1		
2		
3	x	x
4		
5	£2,100	387

The blue cell is the space where you enter the figures for Friday, so in the example above the 5 September is a Friday. If you are entering data on a weekly basis, all you need do is put the number in the blue box.

You can mix and match data entry throughout the year on a daily or weekly basis. The following diagram shows data for a school year based on the term dates for Sheffield.

Day	Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Jul		Aug	
	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM
1							£420	195	x	x							£2,280	720						
2							£465	210	x	x			£480	195										
3			£2,265	705	£405	210	£480	180					£405	210	£2,205	765					£2,205	660	x	x
4					£435	225	£405	195					£390	225			x	x					x	x
5	£2,100	645			£375	225	£435	165					£480	240			£390	100	£2,220	700			x	x
6			£360	210	£465	225					£2,205	705	£465	150	x	x	£390	195			£420	180	x	x
7			£360	195	£480	180									x	x	£405	180			£360	210	x	x
8	£330	195	£540	285											x	x	£450	165	£450	150	£375	195		
9	£345	225	£525	285					£2,100	630			£480	195	x	x			£450	195	£450	165		
10	£480	270	£360	150	x	x							£405	210	x	x			£390	210	£420	180	x	x
11	£330	180			£435	225							£390	225			£390	165	£375	165			x	x
12	£375	240			£525	225	£2,325	720	£480	210			£480	240			£360	180	£390	165			x	x
13					£555	225			£420	240	£2,235	780	£465	150	x	x	£390	195					x	x
14					£480	180			£465	195					x	x	£405	180					x	x
15	£345	165					£420	195	£435	165					x	x	£450	165	£465	150				
16	£330	225					£465	210	£375	255	x	x	£480	195	x	x			£450	180				
17	£465	300	£2,175	675			£480	180			x	x	£405	210	x	x			£360	210	£2,205	780	x	x
18	£345	150					£405	195			x	x	£390	225					£375	195			x	x
19	£360	270					£435	165			x	x	£480	240					£390	165			x	x
20			£375	255							x	x	£465	150	£450	165					£420	180	x	x
21			£390	195	£2,235	900									£435	210					£360	210	x	x
22			£555	315			x	x							£435	240	£1,950	690			£375	195		
23			£570	255			x	x	£2,385	870	£420	165			£420	255					£450	165		
24			£435	210	£405	255	x	x			£435	210			£450	150					£420	180	x	x
25					£435	225	x	x			£465	195					x	x					x	x
26	£2,280	915			£555	225	x	x	£480	210	£420	165					x	x	£2,250	750			x	x
27			x	x	£555	240			£420	240	£405	180	£2,250	750			x	x			x	x	x	x
28			x	x	£480	180			£465	195							x	x			x	x	x	x
29			x	x			x	x	£435	165							x	x			x	x		
30			x	x			x	x	£375	255											x	x		
31			x	x			x	x													x	x		

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Take up calculations sheet

Click on the Take Up tab at the bottom of the Excel spreadsheet. The data entered on the Data Entry sheet will calculate a running average for school meal take up. There are three things that you will need to enter on this sheet which are shown in the white boxes. These are the **Total School Roll, Number of Pupils Registered for Free School Meals** and **Value in the dining room of a FSM**. These figures should be taken from School Census return.

School Roll	1000	*This data should be taken from the 2008 School Census return. School roll is defined as number of pupils attending school full time*
Of the school roll identified above, number of pupils registered for FSM	400	*This data should be taken from the 2008 School Census return*
Of the school roll identified above, number of pupils not registered for FSM	600	*This is the school roll minus the number of pupils registered for FSM*
Total lunch time paid meal income (total till receipts)	£86,130	*This includes income from all meals served as part of lunch time provision, including any income from meals served at mid-morning break which are considered to form part of school lunch provision. Meals served to staff should not be included*
Value in the dining room of a FSM	£1.85	*This is the free meal allowance given to eligible secondary pupils or the value up to which they can select their menu choice on a daily basis*
Total number of paid meals served	46557	*This is the total lunch time paid meal income divided by the value in the dining room of a FSM*
Total number of FSM served	35325	*This is the total number of FSM (based on till transactions) served*
Number of trading days	199	*This is the number of days on which a catering service is provided*
Average number of paid meals served per day	235.14	*This is the total number of paid meals divided by the number of trading days*
Average number of FSM served per day	178.41	*This is the total number of FSM divided by the number of trading days*
% take up of paid meals	39.2%	*This is the average number of paid meals per day divided by the number of pupils not registered for FSM, multiplied by 100*

If you wish to change the value of the Free School Meal during the data entry period, simply place the new price and the date that the change is effective from. (making sure that the date is a valid weekday and not a weekend)

Revised value in the dining room of a FSM		*If the value of the free meal allowance changes mid year enter this here, with the date of the change below it*
Date of Revised price		*Enter the date of the FSM change*

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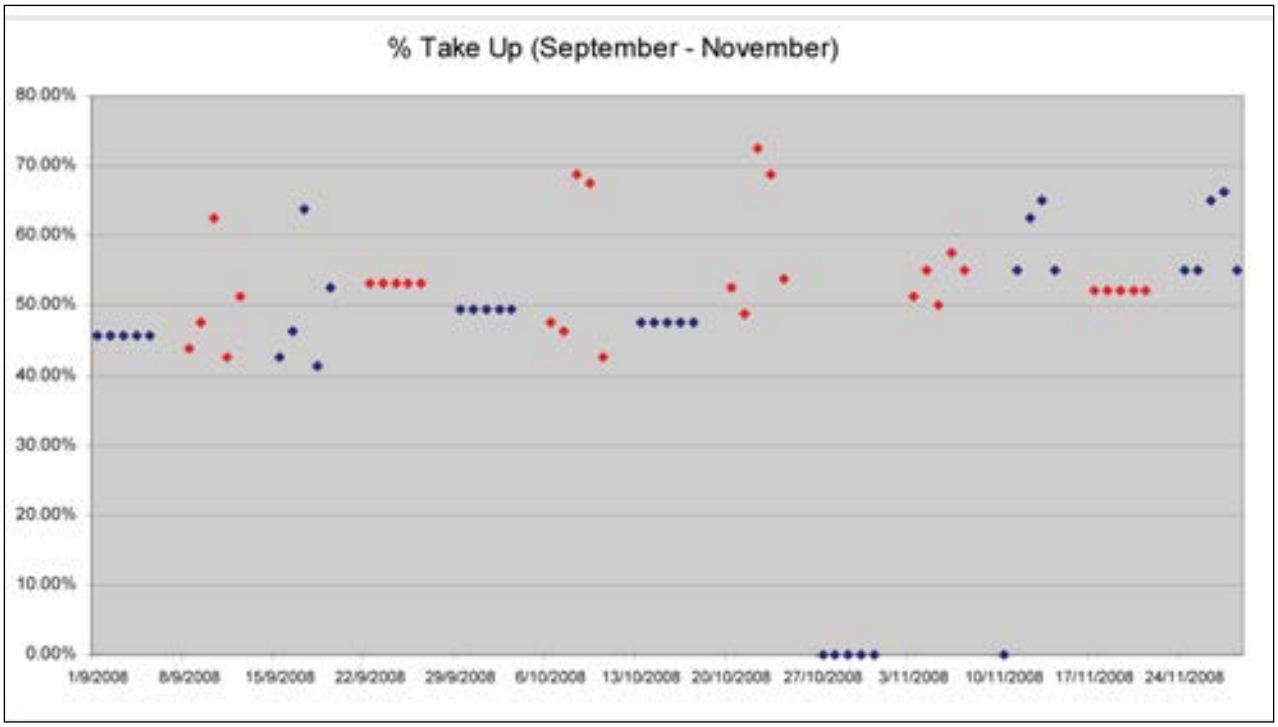
Graph comparison sheet

Click on the Graph tab at the bottom of the Excel spreadsheet. As you enter data on the Data Entry sheet, figures will automatically be plotted on this graph to show how things are going, and also compare against last year's performance (as entered above).



Let's get cooking

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Summary take up calculations sheet

Click on the summary tab at the bottom of the Excel spreadsheet.

Enter the dates for the start of each half term within your school year. The data entered on the Data Entry sheet this will then be assigned to each of the six half term periods within the school year.

The three take up figures – paid meals, FSM and a total – will be shown in a summary table.

Autumn Term First Half Start Date	1-Sep-08
Autumn Term Second Half Start Date	3-Nov-08
Spring Term First Half Start Date	5-Jan-09
Spring Term Second Half Start Date	24-Feb-09
Summer Term First Half Start Date	20-Apr-09
Summer Term Second Half Start Date	1-Jun-09

	Autumn Term		Spring Term		Summer Term		Total
	First Half	Second Half	First Half	Second Half	First Half	Second Half	
% take up of paid meals	38.28%	41.22%	39.80%	39.89%	37.61%	38.34%	39.19%
% take up of FSM	46.97%	48.20%	42.58%	45.91%	42.03%	41.34%	44.60%
% take up of school meals	41.75%	44.01%	40.91%	42.29%	39.38%	39.54%	41.35%

	September	October	November	December	January	February
% take up of paid meals	33.11%	44.59%	41.82%	40.45%	39.60%	39.55%
% take up of FSM	42.95%	51.88%	0.00%	43.50%	45.38%	40.00%
% take up of school meals	37.05%	47.51%	45.86%	41.67%	42.03%	39.73%
	March	April	May	June	July	August
% take up of paid meals	36.49%	33.00%	47.03%	35.07%	42.34%	0.00%
% take up of FSM	43.30%	37.19%	50.25%	37.67%	45.83%	0.00%
% take up of school meals	39.21%	34.67%	48.32%	36.11%	43.74%	0.00%

Let's get cooking

Launching your variable pricing project – holding your first meeting

Here is some guidance on holding your launch meeting. You may also find the 2.14 Action plan template useful in recording the steps you'll need to take during the project.

Who should you invite?

Think about who will be involved in helping make the project a success. You might not need everyone involved at the very beginning: you may decide that small groups should work together on specific parts of your plan. Whatever you decide, make sure you keep the wider group informed of what is happening.

Invite these people as a priority:

- headteacher/principal or deputy head/vice principal
- business manager
- catering service manager – from either the local authority or commercial catering company
- healthy schools lead (if this position still exists in your school)
- school administrator
- parents
- cook in charge
- lunchtime supervisor lead.

Optional but welcome:

- parent governor
- Parent Teacher Association (PTA) representative
- school council representative.

What should we cover? Suggested agenda items

- **Who's who?** Introduce yourselves, your job, how it relates to the project and what you'd like to achieve from the meeting. Even if you know each other, it's often worth doing this to show how variable pricing will link to your work.
- **What is variable pricing?** Use our Quick Guide to Variable Pricing – available free to download from our website **www.childrensfoodtrust.org.uk/variablepricing** – to help with this.
- **What is our goal?** What would we like to achieve that we think variable pricing could help with.
- **What variable pricing option is best for us?** Look at the options detailed in this toolkit. See documents **2.3 Sibling discounting**, **2.4 Blanket offers** and **2.5 Meal deals** for more information.
- **Observe what happens at lunchtime** soon after your discussions to visualise how your ideas might work in practice. Allocate two people to ask the children what they think. Agree to share these observations at the next meeting, before finally deciding on your pricing option.
- **Discuss**
  - Overall goal
  - Funding and costing
  - Planning for the long term
  - Marketing the offer
  - Useful ways of making changes
  - Measuring success
  - What to do if things go wrong
- **Next meetings.** At the end of each meeting, set a date for the next one.

Next steps

At this or your next meeting(s), once you have agreed which pricing option you'd like to try, start to plan your next steps to get your project underway.

- Look at **1.8 Variable pricing – the key steps** and agree who is involved in each step.
- Look at our **2.9 Workbook – tracking your project** document and allocate who will track progress at each stage. The action plan may start out as a quite simple list, but you'll be able to expand on this and add detail as required.
- Promote your promotions! Good marketing is key. See **3.8 Marketing your school meal promotions** for inspiration.
- Don't forget to work around your school calendar. Make sure your plans don't clash with major events.

We'd love to hear how you're getting on, or contact us for further help by phoning **0114 2996901** or emailing **info@childrensfoodtrust.org.uk**

Registration and meal planner user guide

This document is a guide to using the 2.8 Registration and meal planner spreadsheet developed by the Children's Food Trust.

Within the Spreadsheet go to the tab at the bottom called **Meal_Plan**.

Columns A through to H refers to the base data held on each child as derived from the **Meal_Plan**. This is used as a base reference point.

UPN

	A	B	C	D	E	F	G	H
1	Base Data Field							
2	UPN	NAME	PAID RATE	M	T	W	T	F
3	0		£0.00					
4	16	Mary Jones	£0.00	P	P	P	P	P
5	17	Mark Wilson	£2.00	S	S	P	P	P
6	18	Brain Wilson	£1.50	S	S	S	S	S
7								
8								
9								
10								

Each child is given a Unique Pupil Number (UPN), this is the unique reference number which allows each child to be tracked.

Name

The name of the child.

Paid rate

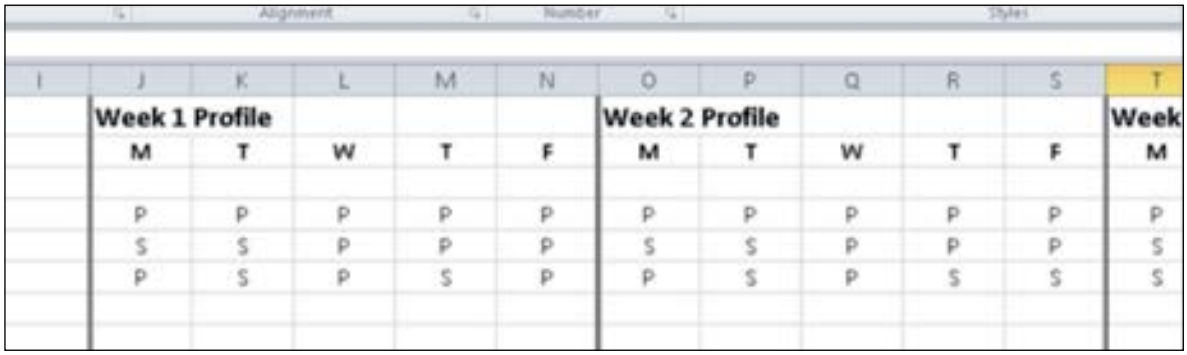
The paid rate refers to the money per meal that each child pays if they take a school meal. If the child is eligible for a free school meal then this will be set at £0.00.

M through to F

This is the base expected meal profile of an individual child.

P = paid meal, either paid by the family or a free school meal

S = sandwich meal, refers to any meal not provided by the school



	Week 1 Profile					Week 2 Profile					Week
	M	T	W	T	F	M	T	W	T	F	M
	P	P	P	P	P	P	P	P	P	P	P
	S	S	P	P	P	S	S	P	P	P	S
	P	S	P	S	P	P	S	P	S	S	S

Each child however, on any given day, may amend their profile depending on a change of any circumstance. They may for instance decide to take a paid meal on a Friday where they would normally bring a packed lunch to school. For each week, the user may manually change the profile to the new settings.

Within the Spreadsheet go to the tab at the bottom called **Meal_Profile**.

The **Meal_Profile** sheet performs one of two functions.

Firstly it takes the information in the **Meal_Plan** and plots this on a day to day basis.

Secondly it allows the recording of any financial payments.

A bit of set up is required.

- Enter the UPN of the children in column B.
- Enter the corresponding amount brought forward in column D from the previous month.

When these two figures are entered, it will populate the sheet with their Week 1, 2, 3 and 4 profiles from the **Meal_Plan** sheet and the associated charges.

	UPN	NAME	Week Ending		MEALS SERVED						Week En
			Amount B/F	Cash Collected	M	T	W	T	F	Amount C/F	Cash Collecte
	17	Mark Wilson	£3.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£3.00	£0.00
					S	S	P	P	P		
			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

In the above example we have placed the number 17 in the UPN column and entered a plus £3.00 balance from the previous month.

*This brings the profile for Mark Wilson. From the **Meal_Plan** we can see that Mark pays £2.00 per paid meal, and will take a paid meal on Wednesday, Thursday and Friday. This will mean that he owes £6.00 for 3 meals (3 x £2.00). Mark already had an amount brought forward of £3.00 so this brings his amount carried forward to next week to £3.00.*

The next section is for monies collected. The cash collected column is there for the weekly payment, brought in on Monday. The M, T, W, T, F columns are there for any ad-hoc payments made.

Going back to our example, Mark's family pays £1.50 on Monday morning. This brings the amount carried forward to a debt of £1.50.

UPN	NAME	Week Ending							
		Amount B/F	Cash Collected	MEALS SERVED					Amount C/F
				M	T	W	T	F	
17	Mark Wilson	£3.00	£1.50	£0.00	£0.00	£0.00	£0.00	£0.00	-£1.50
				S	S	P	P	P	
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

And finally the family pay another £5.00 on Thursday, bringing the amount carried forward to a credit of £3.50.

UPN	NAME	Week Ending							
		Amount B/F	Cash Collected	MEALS SERVED					Amount C/F
				M	T	W	T	F	
17	Mark Wilson	£3.00	£1.50	£0.00	£0.00	£0.00	£5.00	£0.00	£3.50
				S	S	P	P	P	
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Finally at the bottom of the screen there is a cash reconciliation section.

Cash Reconcilliation	
Previous Week	
Amount Brought Forward	£3.00
Cash Collected - Start of Week	£1.50
Cash Collected - Within Week	£5.00
Number of Paid Meals	3
Number of Sandwich Meals	2
Total Income	£6.00
Amount Carried Forward	£3.50

Variable pricing model user guide

This document is a guide to using the 2.9A Variable Pricing model spreadsheet, developed by the Children's Food Trust.

The results pane requires no data entry and shows the calculated costs and revenues associated with the original school meal data and any amendments to the provision details.

The results are shown on a daily basis, but are also multiplied up based on the number of trading days.

Childrens Food Trust Variable Pricing Model

Daily Results

Original Data		Amended Data		
Costs	£217.50	Costs	£238.00	
Revenue	£207.40	Revenue	£237.70	**£9.80**

Annual Results - Based on 190 trading days

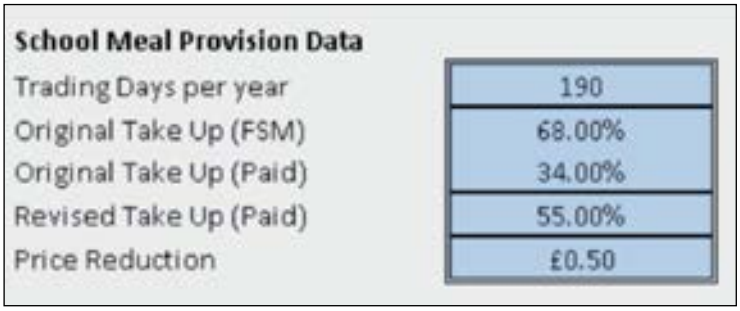
Original Data		Amended Data		
Costs	£41,325.00	Costs	£45,220.00	
Revenue	£39,406.00	Revenue	£45,163.00	**£1,862.00**

The first section of data entry refers to the base school meal provision data. The school meal provision data holds three distinct pieces of information. Data is only entered in cells with a blue fill.

The number of days which trading occurs to calculate the annual difference.

The take up figures reflect the take up both pre (original) and post (revised) any variable pricing amendments.

Finally, the price reduction is the amount that the paid meal price is reduced by following the amendments.



School Meal Provision Data

Trading Days per year	190
Original Take Up (FSM)	68.00%
Original Take Up (Paid)	34.00%
Revised Take Up (Paid)	55.00%
Price Reduction	£0.50

The model also looks at the fixed cost of any utilities used within the school meal provision. This is **not** information relating to the production costs, but simply fixed costs. Simply enter the daily estimated costs for the utilities.

Meal Data

	Base
Ingredients	£0.40
Production Cost	£0.10

Financial Data

	FSM	Paid	VP
Sell Price	£2.60	£2.80	£2.30
Revenue	£106.60	£100.80	£131.10

The meal data refers to the cost of a prepared meal, both ingredients and production costs which relate to, but are not limited to, the fuel used in production.

The second section is the selling price of the meal, both the fixed free school meals price and the paid meal price.

Pupil Data

	On Roll	FSM	Paid	VP
Pupil Number	163	60	103	
Meal Production	-	41	36	57
		Total Meals	77	98

In both instances enter day in £'s and p.

The pupil data refers to the number of pupils who are on roll and how many of these are registered for free school meals.

Utilities Data

	Fuel	Light	Water
Cost	£15.00	£30.00	£14.00

The most complicated part of this model is the variable staff data. There are three grades of staff provided in this model. The daily cost refers to the cost of one of these members of staff.

Staff Data

	Staff Grade A	Staff Grade B	Staff Grade C
Daily Cost	£10.00	£20.00	£50.00
# req.	3	2	1
# req. VP	4	2	1

Staff Ratio /Meals

Staff Grade A		Staff Grade B		Staff Grade C	
Meal Served (upto)		Meal Served (upto)		Meal Served (upto)	
0	0	0	0	0	0
1	25	1	50	1	100
2	50	2	125	2	200
3	95	3	175	3	300
4	125	4	200	4	0
5	150	5	225	5	0
6	175	6	0	6	0
7	0	7	0	7	0
8	0	8	0	8	0
9	0	9	0	9	0
10	0	10	0	10	0
11	0	11	0	11	0
12	0	12	0	12	0
13	0	13	0	13	0
14	0	14	0	14	0
15	0	15	0	15	0

The three large sections below then refer to the number of staff required for variable levels of meals provided.

The first column in each section refers to the number of staff, and the second is the number of meals that each staff member will produce. As each threshold is crossed the number of staff required increases. The model also always rounds up to the next level.

The image on the following page highlights this.

With all data completed, this will provide a guide for the impact of the variable pricing.

Childrens Food Trust Variable Pricing Model

Daily Results

Original Data		Amended Data		
Costs	£217.50	Costs	£238.00	
Revenue	£207.40	Revenue	£237.70	**£9.80**

Annual Results - Based on 190 trading days

Original Data		Amended Data		
Costs	£41,325.00	Costs	£45,220.00	
Revenue	£39,406.00	Revenue	£45,163.00	**£1,862.00**

CHILDREN'S FOOD TRUST
Eat Better Do Better

Primary school food questionnaire for parents

Q1. **What year is your child (or children) in at this school?** (please tick all that apply)

- ☐ Reception
- ☐ Year 1
- ☐ Year 2
- ☐ Year 3
- ☐ Year 4
- ☐ Year 5
- ☐ Year 6

Q2. **What does your child (or your children) usually eat for lunch?** (please tick)

Child 1

- ☐ School meal
- ☐ Packed lunch
- ☐ Meal at home
- ☐ Other (please specify)

_____

Child 2

- ☐ School meal
- ☐ Packed lunch
- ☐ Meal at home
- ☐ Other (please specify)

_____

Child 3

- ☐ School meal
- ☐ Packed lunch
- ☐ Meal at home
- ☐ Other (please specify)

_____

Q3. **How often does your child (or your children) eat a school lunch?** (please tick)

- ☐ Every day
- ☐ 3–4 times a week
- ☐ 1–2 times a week
- ☐ Less than once a week
- ☐ Never

Q4. **Which of these affects your choice on whether or not your child has a school meal?** (please tick the three that are most important to you)

- ☐ Quality of food
- ☐ My child's preference
- ☐ Whether they will eat a main meal in the evening
- ☐ Dining facilities in school
- ☐ Range of menu choices
- ☐ Portion sizes
- ☐ Cost
- ☐ Convenience
- ☐ Other reason – please specify

_____

_____

Q5. **Are you aware in advance of our menu choices for the day/week ahead?** (please tick one)

- ☐ Yes
- ☐ No
- ☐ Not sure

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Q6. **Have you ever tried the food at school?** (please tick)

☐ Yes ☐ No

Q7. **Would you like the opportunity to try school meals for yourself?** (please tick)

☐ Yes ☐ Yes, but not at lunchtime
☐ No

Q8. **Do you think your child (or children) has enough time to eat and enjoy other activities during their lunch break?** (please tick)

☐ Yes ☐ No ☐ Not sure

Q9. **Do you receive enough information about what is available for lunch?** (please tick)

☐ Yes ☐ No

Q9a. **Would you like to be able to pre-order your child's meal?** (please tick)

☐ Yes ☐ No

Q10. **Overall, are you satisfied with the quality of food offered at our school?** (please tick)

☐ Yes ☐ No ☐ Not sure

Please explain the reasons for your response to Q10? (For example, I have tasted the meals/my child tells me about the school food)

Q.11 **If there are any improvements you would like to see made to our school meals, please say what they are.**

Q12. **Do you have any further comments on our school meals?**

Q 13. **Would you be willing to work with us and help us make changes?** (please tick)

☐ Yes ☐ No

To find out more about how you can help make changes to your child's school food, please visit **www.childrensfoodtrust.org.uk**

Email: **info@childrensfoodtrust.org.uk** Phone: the Children's Food Trust on **0114 299 6901**

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Secondary school food questionnaire for parents

Q1. **What year is your child (or children) in at this school?** (please tick all that apply)

- ☐ Year 7
- ☐ Year 8
- ☐ Year 9
- ☐ Year 10
- ☐ Year 11
- ☐ Year 12/13

Q2. **What does your child (or your children) usually eat for lunch?** (please tick)

Child 1

- ☐ School meal
- ☐ Packed lunch
- ☐ Meal at home
- ☐ Other (please specify

Child 2

- ☐ School meal
- ☐ Packed lunch
- ☐ Meal at home
- ☐ Other (please specify)

Child 3

- ☐ School meal
- ☐ Packed lunch
- ☐ Meal at home
- ☐ Other (please specify

Q3. **How often does your child (or your children) eat a school lunch?** (please tick)

- ☐ Every day
- ☐ 3–4 times a week
- ☐ 1–2 times a week
- ☐ Less than once a week
- ☐ Never

Q4. **How often does our child (or children) eat a school lunch?** (please tick)

- ☐ Every day
- ☐ 3–4 times a week
- ☐ 1–2 times a week
- ☐ Less than once a week
- ☐ Never

Q5. **Which of these affects your choice on whether or not your child has a school meal?** (please choose the three that are most important to you)

- ☐ Quality of food
- ☐ My child's preference
- ☐ Whether they will eat a main meal in the evening
- ☐ Dining facilities in school
- ☐ Range of menu choices
- ☐ Portion sizes
- ☐ Cost
- ☐ Convenience
- ☐ Other reason – please specify

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Q6. **Are you aware in advance of our menu choices for the day/week ahead?** (please tick)

☐ Yes ☐ No ☐ Not sure

Q7. **Have you ever tried the food at school?** (please tick)

☐ Yes ☐ No

Q8. **Would you like the opportunity to try school meals for yourself?** (please tick)

☐ Yes ☐ Yes, but not at lunchtime
☐ No

Q9. **Do you think your child (or children) has enough time to eat and enjoy other activities during their lunch break?** (please tick)

☐ Yes ☐ No ☐ Not sure

Q10. **Do you receive enough information about what is available for lunch?** (please tick)

☐ Yes ☐ No

Q11. **Overall, are you satisfied with the quality of food offered at our school?** (please tick)

☐ Yes ☐ No ☐ Not sure

Please explain the reasons for your response? (For example, I have tasted the meals/my child tells me about the school food)

Q.12 **If there are any improvements you would like to see made to our school meals, please say what they are.**

To find out more about how you can help make changes to your child's school food, please visit **www.childrensfoodtrust.org.uk**

Email: **info@childrensfoodtrust.org.uk** Phone: the Children's Food Trust on **0114 299 6901**

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CHILDREN'S FOOD TRUST
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Primary school food – pupil survey

About you:

Q1. **I am** (please tick)

☐ Boy ☐ Girl

I am in (please tick)

☐ Reception ☐ Year 1 ☐ Year 2
☐ Year 3 ☐ Year 4 ☐ Year 5
☐ Year 6

Q2. **What do you usually eat for lunch?** (please tick)

☐ School meal ☐ Packed lunch
☐ Snack bought outside of school
☐ Food at home ☐ Other (please specify)

_____

_____

_____

_____

_____

Q3. **If you don't already eat school lunches, would you like to try them?** (please tick)

☐ Yes ☐ Yes, but not at lunchtime
☐ No

Q4. **How many times do you eat a school lunch?** (please tick)

☐ Every day ☐ 3–4 times a week
☐ 1–2 times a week ☐ Sometimes
☐ Never (if 'never' go to **Question 10**)

Q5. **Who decides whether or not you have a school lunch?** (please tick)

☐ Me
☐ My mum, dad or carer
☐ Someone else in my family
☐ Someone else

Q6. **Do you enjoy your lunch?** (please tick)

☐ Yes ☐ No ☐ Not sure

Q7. **Do you have enough time to eat *and* play with your friends at lunch break?** (please tick)

☐ Yes ☐ No ☐ Not sure

Q8. **How tasty are lunches at your school?** (please draw a circle around the face that shows how you feel about school lunches)

Brilliant Horrible

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Q9. **Do you eat all of your school lunch?** (please tick)

- ☐ Yes, every day
- ☐ Yes, most days
- ☐ Sometimes
- ☐ Never

Q10. **If you never have school meals for lunch, why not?** (please tick or write your own reason)

- ☐ It costs too much
- ☐ I don't like what is on the menu
- ☐ I don't like the taste of school meals
- ☐ I usually eat a main meal in the evening instead

The reason is:

_____

_____

_____

_____

_____

Q11. **What's the *best* thing about school lunches?**

_____

_____

_____

_____

_____

Q12. **What's the *worst* thing about school lunches?**

_____

_____

_____

_____

_____

Q13. **What is the dining room like?** (please tick)

- ☐ Very nice
- ☐ OK
- ☐ Noisy
- ☐ Smelly
- ☐ Scary
- ☐ Not enough space

Q14. **If you were in charge, what would you change to make school meals better?** (please tick)

- ☐ Taste of food
- ☐ Cost of food
- ☐ How much food I have
- ☐ Tables and chairs
- ☐ Who I can sit with
- ☐ Background noise

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CHILDREN'S FOOD TRUST
Eat Better Do Better

Secondary school food – pupil survey

About you:

Q1. **I am** (please tick)

☐ Male ☐ Female

I am in (please tick)

☐ Year 7 ☐ Year 8 ☐ Year 9
☐ Year 10 ☐ Year 11 ☐ Year 12
☐ Year 13

Q2. **What do you usually eat for lunch?** (please tick)

☐ School meal ☐ Packed lunch
☐ Snack bought outside of school
☐ Meal at home ☐ Other (please specify)

_____

_____

Q3. **Who decides whether you will have a school lunch?** (please tick)

☐ You ☐ Your parent
☐ Someone else in the family
☐ Someone else outside of the family

Q4. **How often do you eat school lunch?** (please tick)

☐ Every day ☐ 3–4 times a week
☐ 1–2 times a week
☐ Occasionally
☐ Never (if 'never' go to **Question 11**)

Q5. **Which of these affects what you choose to eat for lunch?** (Please tick the three that are most important to you)

☐ How long it takes
☐ Quality of food
☐ Taste
☐ Range of menu choices
☐ Portion sizes
☐ Dining facilities in school
☐ Cost
☐ Whether I will eat a main meal in the evening
☐ Other (please specify)

_____

_____

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Q6. **If you have eaten school lunches recently, how would you describe them?** (please draw a circle around the face that shows how you feel about school lunches)

Delicious

OK

Neither good nor bad

Disappointing

Horrible

Q7. **Do you have any say in what foods are offered? For example, are you asked for suggestions?** (please tick)

☐ Yes ☐ No ☐ Not sure

Q8. **Does your school ever offer 'meal deals' or special offers like 'meal of the day'?** (please tick)

☐ Yes ☐ No ☐ Not sure

Q9. **Do you have enough time to eat and do all the other activities you want to during your lunch break?** (please tick)

☐ Yes ☐ No
☐ Sometimes I run out of time

Q10. **Do you ever leave school grounds during the lunch break?** (please tick)

☐ Yes ☐ No
☐ Sometimes

Q11. **If you never have school meals for lunch, why not?** (please tick or write your own reason)

☐ How long it takes ☐ Quality of food
☐ Taste ☐ Cost
☐ Range of menu choices
☐ Portion sizes
☐ Dining facilities in school
☐ I will eat a main meal in the evening

The reason is:

_____

Q12. **What's the *best* thing about school lunches?**

_____

_____

Q13. **What's the *worst* thing about school lunches?**

_____

_____

Q14. **What is your school's dining room/canteen like?**

☐ Great ☐ OK ☐ Very poor

If poor, why?

_____

Q14. **What would you do to improve your school's lunches? Or your lunchtime experience?**

_____

_____

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